

Executive Chef Profile:  
The Racquets Club of Short Hills  
Short Hills, NJ

The Racquets Club of Short Hills was established in 1929 and is conveniently located directly across the street from the Short Hills train station. Members have numerous amenities available to them including 4 Har-Tru tennis courts, 2 paddle tennis courts, an Olympic-sized pool, and a wading pool. The Racquets Club of Short Hills is a home away from home for many members and their families. The objective of the Board Members and Management is to provide members and their guest with exceptional recreational, social and dining experiences in a family-friendly setting, with consistently superior service.

The Executive Chef reports directly to the General Manager and oversees the day-to-day operation of the culinary personnel and facilities. All culinary personnel report directly to the Executive Chef.

This is an excellent opportunity for someone who is an excellent leader and is looking to showcase their culinary creativity. We offer a la carte dinner service on Wednesday, Thursday, Friday and Sunday evenings. Saturdays are reserved for either private events for special member events. During the summer months the pool is open 7 days a week with the snack bar open every day.

#### EXECUTIVE CHEF DUTIES AND RESPONSIBILITIES

1. Responsible for the quality, consistency and excellence of all food served at the Club.
2. Plans menus and prices for all food outlets in conjunction with the GM & AGM.
3. Develops an annual food budget in conjunction with the General Manager.
4. Responsible for managing all food operations.
5. Responsible for the cost effectiveness of all food preparation operations including staffing for maximum productivity and high standards of quality.
6. Directs all kitchen operations including but not limited to food purchases, preparation, presentation and timely coordinated service with the front of house.
8. Evaluates food products to ensure quality and safety standards are met to ensure the highest standards for all food services.
9. Cooks and/or directly supervises the cooking of items that require skillful preparation.
10. Works hand-in-hand with the GM & AGM for menu planning, costing, catering and food service.
11. Hires, trains, schedules, supervises and evaluates all culinary staff.
12. Provides and encourages an atmosphere of leadership and professionalism.
13. Is a team player and works well with all staff, committees, Board members, Club members and guests of the Club.

14. Improves and modifies menus for all food outlets as customer service demands.
15. Performs monthly inventories and maintains an inventory of food and supplies necessary for all food service operations.
16. Establishes controls to minimize food waste and theft.
17. Implements training to ensure employees safety, sanitation and accident prevention.
18. Ensures all food handling, preparation and storage are performed with emphasis on freshness and cleanliness.
19. Establishes a regular professional cleaning schedule for kitchen areas and equipment.
20. Advises the Management and/or Maintenance Staff of any needed repairs or of issues that may affect restaurant operations.
21. Delegates authority as necessary to ensure all duties and responsibilities are accomplished either while present or absent.
22. Solicits member feedback. Routinely interacts with members. Responds as appropriate to member inquires/issues. Consults with the GM as appropriate concerning members inquires/issues.
23. Implements general policies established by the GM as they relate to food preparation.
24. Responsible for assuring compliance with all regulatory agencies regarding cleanliness of food preparation areas, food storage, food preparation and storage areas.
25. Keeps abreast of current information and developments in the culinary field to enhance professional education in the Club environment.
26. Performs other related duties as directed.

## QUALIFICATIONS

A culinary arts degree from an accredited school is preferred

Certification in food safety is mandatory

3-5 years of previous experience as an EC or Sous Chef at a private club, high-end restaurant, resort or hotel. Experience in both catering and a la carte experience is required.

## SALARY

Salary is open and commensurate with qualifications and experience.

Please send your cover letter and resume to Deana Nisivoccia, General Manager at [deana@theracquetsclub.com](mailto:deana@theracquetsclub.com) with the subject line: Executive Chef